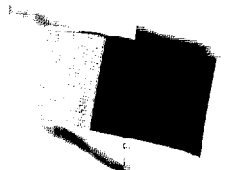


Approved For Release 2000/04/11 : CIA-RDP55-00166A000100030001-0  
25X1A

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IN CLASS \_\_\_\_\_  
NEXT REV DATE 89 REV DATE 19/2/79  
NO. PGS 1 CREATION DATE \_\_\_\_\_  
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AUTH: HR 70-3  
REVIEWED 100699  
ORG COMP 30011  
ORG CLASS S  
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REY. JUST. 22  
TYPE DOC. 02

21 October 1953

MEMORANDUM FOR: Acting Deputy Director (Administration)

25X1A

SUBJECT : Proposed Regulation [REDACTED] CLERICAL TRAINING  
(Job #225-GHT)

25X1A

1. There is submitted herewith for authentication proposed Regulation No. [REDACTED] which sets forth the policies, responsibilities, and procedures governing the training of clerical personnel.

2. Publication of subject Regulation was requested by the Director of Training. Coordination has been effected and concurrences obtained from the following:

Comptroller  
General Counsel  
Deputy Director (Intelligence)  
Deputy Director (Plans)

Assistant Director for Communications  
Assistant Director (Personnel)  
Inspector General

3. The only basic difference between the attached and the draft disseminated for coordination is the waiver provision reflected in paragraph 3d. This provision was requested by the Deputy Director (Plans) and developed by the Director of Training in collaboration with the Personnel Office. Further recoordination does not appear to be necessary.

25X1A

[REDACTED]  
Special Assistant to the  
Deputy Director (Administration)

25X1A

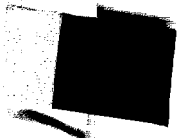
Attachment:  
Proposed [REDACTED]

SA/DD/A-IH/mrf

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**CONFIDENTIAL**

1 October 1953

MEMORANDUM FOR: Special Assistant, DD/A

SUBJECT : Proposed CIA Regulation on Clerical Training

REFERENCE a. Memorandum from Special Assistant, DD/A to Director of Training, same subject, dated 3 August 1953

1. The subject regulation was revised, in collaboration with the Personnel Office, to meet the recommendations of DD/P contained in reference a. The revised regulation attached has been coordinated with and concurred in by the Chief of Administration, DD/P for DD/P.

2. It is therefore requested that the regulation attached be promulgated at the earliest practicable time.

*Distribution  
10/1/53*

S/ MATTHEW BAIRD  
Director of Training

Attachment

OTR/JER:mjf

Distribution:

Orig. and 1 - Addressee  
1 - Chrono  
1 - S/PP

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC NO. 3 NO CHANGE  
IN CLASS/ /DECLASS/ /CLASS/ CHANGED TO: TS S SECRET JUST. 22  
NEXT REV DATE 89 REV DATE 1-2-79 REVIEWER 00699 TYPE DOC. 02  
NO. PGS. 5 CREATION DATE \_\_\_\_\_ ORG COMP 11 CPL 11 ORG CLASS S  
REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

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DRAFT  
22 June 1953  
10 Sept.

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Security Information

25X1A

TRAINING  
1953

# CONFIDENTIAL

## CLERICAL TRAINING

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#### 1. GENERAL

- This Regulation sets forth the policies, responsibilities, and procedures governing the training of clerical personnel.
- Clerical training courses are conducted in order to prepare new clerical personnel for their duty assignments in the Agency and to improve or increase the skills of on-duty clerical personnel of the Agency.
- This Regulation is not intended to preclude additional training of clerical personnel prescribed by office heads for such clerical personnel assigned to their organizational elements.

#### 2. DEFINITION

For purposes of this Regulation, clerical personnel shall mean typists, clerks, stenographers, secretaries, and, in some cases, library assistants.

#### 3. POLICY

- All new clerical personnel shall receive training in a clerical orientation course in order to acquaint them with the organization, policies, and clerical practices and procedures of the Agency.
- Those new clerical personnel who fail to meet appropriate standards of clerical proficiency, as determined by testing, shall receive training in a clerical induction course.
- Satisfactory completion of the clerical training prescribed under the provisions of this Regulation shall be prerequisite to placement within the Agency.

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security-clearance action and such clerical training as is prescribed.

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- d. In exceptional circumstances and only when clearly warranted by operational exigencies, required clerical training may be postponed or waived, provided, that the individual satisfactorily meets the clerical requirements prescribed by the Assistant Director (Personnel) for the position to which assigned.
- e. On-duty clerical personnel may be entered in one or more clerical refresher courses in accordance with the procedure set forth in 6b of this Regulation.

#### 4. RESPONSIBILITIES

##### a. The Director of Training shall:

- (1) Develop, direct, and conduct clerical training courses in order to meet the requirements of the Agency for the training of clerical personnel.
- (2) Provide for training reports appraising the performance of all personnel in clerical training courses and transmit reports to the Assistant Director (Personnel) for his information and action, and where appropriate, to the Assistant Directors of the Deputy Director (Intelligence), heads of offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, or the Director of Training.
- (3) Disseminate throughout the Agency, from time to time, schedules of the clerical refresher courses conducted by the Office of Training.

##### b. The Assistant Director (Personnel) shall:

- (1) Detail or assign all new clerical personnel, upon entrance on duty, to the Interim Assignment Branch for training in the clerical orientation course.

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- (2) Prescribe training in the clerical induction course for new clerical personnel, as required, on the basis of test results, to meet appropriate standards of clerical proficiency.
  - (3) Review and approve requests for postponement or waiver of required clerical training in accordance with the policy set forth in 3d of this Regulation.
- c. The Assistant Directors of the Deputy Director (Intelligence), heads of offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, or the Director of Training shall:
- (1) Request refresher training for on-duty clerical personnel of his Office in accordance with the procedure set forth in 6b of this Regulation.
  - (2) Initiate and forward to the Assistant Director (Personnel) requests for postponement or waiver of required clerical training in accordance with the policy set forth in 3d of this Regulation.
5. CLERICAL TRAINING COURSES
- a. Clerical Orientation Course (for new clerical personnel - cleared): Orientation in the organization, policies, and clerical practices and procedures of the Agency.
  - b. Clerical Induction Course (for new clerical personnel - cleared and provisionally cleared): Shorthand, typing, Agency office practice, English usage, and geography.
  - c. Clerical Refresher Courses (for on-duty clerical personnel): Typing, shorthand, accounting, filing, English usage, stenotyping, correspondence manual, and specially arranged courses.

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**CONFIDENTIAL**

6. PROCEDURE

a. NEW CLERICAL PERSONNEL

New clerical personnel shall, upon entrance on duty, be detailed or assigned by the Assistant Director (Personnel) to the Interim Assignment Branch for prescribed clerical training under this Regulation.

b. ON-DUTY CLERICAL PERSONNEL

- (1) Training Officers and Training Liaison Officers of the Agency will transmit to the Registrar of the Office of Training TF-1, Request for Training, (original and two copies) for all clerical personnel for whom training in refresher course(s) is requested by the Assistant Directors of the Deputy Director (Intelligence), heads of offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, or the Director of Training. The Registrar will enroll such personnel in the course(s) specified, within the limitations of the facilities available. Training requests should reach the Registrar not later than two full workdays preceding the beginning of the course(s) for which training is requested.
- (2) Specially arranged courses will be developed and conducted, so far as practicable, at the request of the Assistant Directors of the Deputy Director (Intelligence), heads of offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, or the Director of Training.

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CONFIDENTIAL

SEP 30 1953

MEMORANDUM FOR: Director of Training

25X1A

SUBJECT: Proposed CIA [REDACTED]  
Clerical Training

This Office concurs for the Deputy Director (Plans) in  
the publication of the proposed subject Regulation.

BY DIRECTION OF DD/P:

25X1A

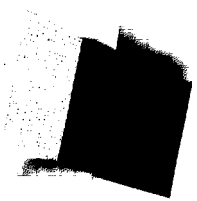
[REDACTED]  
L. T. SHANNON  
Chief of Administration, DD/P

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FILE NO. \_\_\_\_\_ DOC. NO. 4 NO CHANGE  
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NO. PGS 1 CREATION DATE \_\_\_\_\_ ORG COMPT 4 OPL 1 ORG CLASS S  
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CONFIDENTIAL

10 September 1953

MEMORANDUM FOR: Chief of Administration, DD/P

25X1A

SUBJECT : Proposed [REDACTED] Clerical Training

- REFERENCES :
- a. Memorandum from Chief of Administration, DD/P to Special Assistant, DD/A, same subject, dated 17 July 1953.
  - b. Memorandum from Special Assistant, DD/A to Director of Training, same subject, dated 3 August 1953, cc to Chief of Administration, DD/P.

1. Attached is subject regulation, which has been revised to meet the recommendations of DD/P contained in reference a., as well as those of DD/A contained in reference b.

2. Provision 1 c. of the subject regulation includes the DD/P recommendation on additional clerical training; provisions 3 d., 4 b. 3, and 4 c. 2 provide for waiver of clerical training under exceptional circumstances, as proposed by the Office of Personnel to meet the DD/P recommendation on this subject.

3. The revisions above are believed adequate to meet the objectives and needs of all parties. DD/P concurrence in the publication of subject regulation is therefore invited.

S/ MATTHEW BAIRD  
Director of Training

Dispatched  
9/11/53  
Attachment

OTR:JER/mjf (10 September 1953)

Distribution:

Orig. and 1 - Addressee  
1 - Chrono

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JOB NO. 100 NO. 5 NO CHANCE  
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NO. PGS 1 CREATION DATE 11 OCT 1953  
REV CLASS C REV COORD AUTH: HR 70-3

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25X1A

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TRAINING  
1953

CLERICAL TRAINING

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1. GENERAL

- a. This Regulation sets forth the policies, responsibilities, and procedures governing the training of clerical personnel.
- b. Clerical training courses are conducted in order to prepare new clerical personnel for their duty assignments in the Agency and to improve or increase the skills of on-duty clerical personnel of the Agency.
- c. This Regulation is not intended to preclude additional training of clerical personnel prescribed by office heads for such clerical personnel assigned to their organizational elements.

2. DEFINITION

For purposes of this Regulation, clerical personnel shall mean typists, clerks, stenographers, secretaries, and, in some cases, library assistants.

3. POLICY

- a. All new clerical personnel shall receive training in a clerical orientation course in order to acquaint them with the organization, policies, and clerical practices and procedures of the Agency.
- b. Those new clerical personnel who fail to meet appropriate standards of clerical proficiency, as determined by testing, shall receive training in a clerical induction course.

Satisfactory completion of the clerical training prescribed under the provisions of this Regulation shall be prerequisite to placement within

the Agency which shall be accomplished immediately upon completion of security-clearance action and such clerical training as is prescribed.

JOB NO. 70-3  
IN CLASS/ RECLASS/ DECLASS/ NO. 6 NO CHANGE  
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REV COORD AUTH: BR 70-3

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- d. In exceptional circumstances and only when clearly warranted by operational exigencies, required clerical training may be postponed or waived, provided, that the individual satisfactorily meets the clerical requirements prescribed by the Assistant Director (Personnel) for the position to which assigned.
  - e. On-duty clerical personnel may be entered in one or more clerical refresher courses in accordance with the procedure set forth in 6b of this Regulation.
4. RESPONSIBILITIES
- a. The Director of Training shall:
    - (1) Develop, direct, and conduct clerical training courses in order to meet the requirements of the Agency for the training of clerical personnel.
    - (2) Provide for training reports appraising the performance of all personnel in clerical training courses and transmit reports to the Assistant Director (Personnel) for his information and action, and where appropriate, to the Assistant Directors of the Deputy Director (Intelligence), heads of offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, or the Director of Training.
    - (3) Disseminate throughout the Agency, from time to time, schedules of the clerical refresher courses conducted by the Office of Training.
  - b. The Assistant Director (Personnel) shall:
    - (1) Detail or assign all new clerical personnel, upon entrance on duty, to the Interim Assignment Branch for training in the clerical orientation course.

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- (2) Prescribe training in the clerical induction course for new clerical personnel, as required, on the basis of test results, to meet appropriate standards of clerical proficiency.
  - (3) Review and approve requests for postponement or waiver of required clerical training in accordance with the policy set forth in 3d of this Regulation.
- c. The Assistant Directors of the Deputy Director (Intelligence), heads of offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, or the Director of Training shall:
- (1) Request refresher training for on-duty clerical personnel of his Office in accordance with the procedure set forth in 6b of this Regulation.
  - (2) Initiate and forward to the Assistant Director (Personnel) requests for postponement or waiver of required clerical training in accordance with the policy set forth in 3d of this Regulation.
5. CLERICAL TRAINING COURSES
- a. Clerical Orientation Course (for new clerical personnel - cleared): Orientation in the organization, policies, and clerical practices and procedures of the Agency.
  - b. Clerical Induction Course (for new clerical personnel - cleared and provisionally cleared): Shorthand, typing, Agency office practice, English usage, and geography.
  - c. Clerical Refresher Courses (for on-duty clerical personnel): Typing, shorthand, accounting, filing, English usage, stenotyping, correspondence manual, and specially arranged courses.

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6. PROCEDURE

a. NEW CLERICAL PERSONNEL

New clerical personnel shall, upon entrance on duty, be detailed or assigned by the Assistant Director (Personnel) to the Interim Assignment Branch for prescribed clerical training under this Regulation.

b. ON-DUTY CLERICAL PERSONNEL

- (1) Training Officers and Training Liaison Officers of the Agency will transmit to the Registrar of the Office of Training TF-1, Request for Training, (original and two copies) for all clerical personnel for whom training in refresher course(s) is requested by the Assistant Directors of the Deputy Director (Intelligence), heads of offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, or the Director of Training. The Registrar will enroll such personnel in the course(s) specified, within the limitations of the facilities available. Training requests should reach the Registrar not later than two full workdays preceding the beginning of the course(s) for which training is requested.
- (2) Specially arranged courses will be developed and conducted, so far as practicable, at the request of the Assistant Directors of the Deputy Director (Intelligence), heads of offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, or the Director of Training.

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TAB 5

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26 AUG 1953

MEMORANDUM FOR: Director of Training

SUBJECT : Proposed Regulation [REDACTED] CLERICAL TRAINING

25X1A

25X1A

1. The following textual revisions of proposed Regulation [REDACTED] are proposed pursuant to recent discussions between representatives of our respective Offices:

a. Under paragraph 3. POLICY, subparagraph d. will become subparagraph e. and the following will be substituted therefor:

"d. In exceptional circumstances and only when clearly warranted by operational exigencies, required clerical training may be postponed or waived, provided, that the individual satisfactorily meets the clerical requirements prescribed by the Assistant Director (Personnel) for the position to which assigned."

b. Under paragraph 4, b, add the following subparagraph:

"(3) Review and approve requests for postponement or waiver of required clerical training in accordance with the policy set forth in 3, d, of this Regulation."

c. Revise paragraph 4, c, to read as follows:

"c. The Assistant Directors of the Deputy Director (Intelligence), heads of offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, or the Director of Training shall:

- (1) Request refresher training for on-duty clerical personnel of his Office in accordance with the procedure set forth in 6, b, of this Regulation.
- (2) Initiate and forward to the Assistant Director (Personnel) requests for postponement or waiver of required clerical training in accordance with the policy set forth in 3, d, of this Regulation."

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Security Information

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1/12-79  
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ORG COMB 832  
ORG CLASS S


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Approved For Release 2000/04/11 : CIA-RDP55-00166A000100030001-0

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2. It is requested that any further change in the foregoing portions of the proposed Regulation be coordinated with this Office prior to its resubmission to the Regulations Control Staff.

25X1A

  
Acting Personnel Director

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- 2 -

Approved For Release 2000/04/11 : CIA-RDP55-00166A000100030001-0

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Security Information

TAB 4

3 August 1953

SUBJECT: Proposed Regulation [REDACTED] CLERICAL TRAINING

## Security Information

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PGS 2 CREATION NAME ORG CMP 300P11 ORG CLASS S  
REV CLASS C-REV COORD. AUTH: HA 7C3

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Security Information

Job 225

CONFIDENTIAL JUL 17 1958

MEMORANDUM FOR: Special Assistant to Deputy Director (Administration)  
SUBJECT: Proposed Regulation [REDACTED] "Clerical Training"

25X1A

This office concurs for the Deputy Director (Plans) in the publication of the proposed Regulation [REDACTED] "Clerical Training," subject to the following changes:

25X1A

a. That a statement be included under paragraph 1 of the proposed Regulation which would read substantially as follows: "This Regulation is not intended to preclude additional training of clerical personnel prescribed by office heads for such clerical personnel assigned to their organizational elements."

b. The reference contained in paragraph 3 d should be "6 b" instead of "5 b."

*Correction*

c. Provision should be made for waiving the required clerical training under exceptional circumstances.

BY DIRECTION OF DD/P.

25X1A

[REDACTED]  
L. T. SHANNON  
Chief of Administration, HD/P

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TAB 3

TRAINING  
16 June 1953

## LEXICAL TRAINING

— 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679,

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# LEADS

The Director of Training directs and conducts Clerical training courses in order to prepare new clerical personnel for their duty assignments in the Agency and to improve or increase the skills of on-duty clerical personnel of the Agency.

2. This regulation sets forth the policies, responsibilities, and procedures governing the training of clerical personnel.

For purposes of this regulation, clerical personnel shall mean typists, clerks, stenographers, secretaries, and, in some cases, library assistants.

## 2. Policy

- a. All new clerical personnel shall receive training in a clerical orientation course in order to acquaint them with the organization, policies, and clerical practices and procedures of the Agency.
- b. These new clerical personnel who fail to meet appropriate standards of clerical proficiency, as determined by testing, shall receive training in a clerical induction course.
- c. Satisfactory completion of the clerical training prescribed under the provisions of this regulation shall be pre-requisite to placement within the Agency which shall be accomplished immediately upon completion of security-clearance action and such clerical training as is prescribed.

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REASON 3 d(3)

JOB NO. \_\_\_\_\_ EXT NO. \_\_\_\_\_ PG# NO. 9 NO CHANGE  
IN CLASS NO CLASS NO CLASS NO PREP. JUST ZZ  
NEXT REV DATE 89 1/27/77 TYPE DOC. U  
PGS 3 CREATION DATE SAC CAMP 11 OF 11 ORG CLASS R  
REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

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- d. On-duty clerical personnel may be entered in one or more clerical refresher courses in accordance with the procedure set forth in 5b of this regulation.

**3. RESPONSIBILITIES**

a. The Director of Training shall:

- (1) Develop, direct, and conduct clerical training courses in order to meet the requirements of ~~the Agency for the training of clerical personnel.~~ the Agency for the training of clerical personnel.
- (2) Provide for training reports appraising the performance of all personnel in clerical training courses and transmit reports to the Assistant Director (Personnel) for his information and action, and where appropriate, to the Office Head concerned.
- (3) *Prescribe the training to be given,*  
~~Transmit to Office Heads, from time to time, schedules~~ of the clerical refresher courses conducted by the Office of Training.

b. The Assistant Director (Personnel) shall:

- (1) Detail or assign all new clerical personnel, upon entrance on duty, to the Interim Assignment Branch for training in the clerical orientation course.
- (2) Prescribe training in the clerical induction course for new clerical personnel, as required, on the basis of test results, to meet appropriate standards of clerical proficiency.

c. Each Office Head shall request refresher training for on-duty clerical personnel of his Office in accordance with the procedure set forth in 5b of this regulation.

**4. CLERICAL TRAINING COURSES**

- a. Clerical Orientation Course (for new clerical personnel - cleared): orientation in the organization, policies, and clerical practices and procedures of the Agency.
- b. Clerical Induction Course (for new clerical personnel - cleared and provisionally-cleared): shorthand, typing, Agency office practice, English usage, and geography.
- c. Clerical Refresher Courses (for on-duty clerical personnel): typing, shorthand, accounting, filing, English usage, stenotyping, correspondence manual, and specially arranged courses.

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5. ~~PROCEDURE~~

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a. New Clerical Personnel

*AD*  
New clerical personnel shall, upon entrance on duty, be detailed or assigned by the Personnel Office to the Interim Assignment Branch for prescribed clerical training under this regulation.

b. On-duty Clerical Personnel

- Training Officer, ODP and the DDI + ODA*
- (1) Training Liaison Officers of the various Offices will transmit to the Registrar of the Office of Training appropriate training request forms (original and two copies) for all clerical personnel for whom training in refresher course(s) is requested by the Office Head concerned. The Registrar will enroll such personnel in the course(s) specified, within the limitations of the facilities available. Training requests should reach the Registrar not later than two full work days preceding the beginning of the course(s) for which training is requested.
  - (2) Specially arranged courses will be developed and conducted, so far as practicable, at the request of the Office Head concerned.

*Request for Training*  
*T.F.-1, Sept 1952.*

*T-1 791*

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CONCURRENCE SHEET

25X1A

PROPOSED ISSUANCE: [REDACTED] LERICAL TRAINING  
Draft dated 22 June 1953

CONTEMPLATED DISTRIBUTION: AB

PREVIOUS ISSUANCES TO BE CANCELLED: None

COMMENTS:

CONCUR: \_\_\_\_\_

(Signature)

\_\_\_\_\_  
(Office)

\_\_\_\_\_  
(Date)

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CLERICAL TRAINING

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## 1. GENERAL

- a. This Regulation sets forth the policies, responsibilities, and procedures governing the training of clerical personnel.
- b. Clerical training courses are conducted in order to prepare new clerical personnel for their duty assignments in the Agency and to improve or increase the skills of on-duty clerical personnel of the Agency.

## 2. DEFINITION

For purposes of this Regulation, clerical personnel shall mean typists, clerks, stenographers, secretaries, and, in some cases, library assistants.

## 3. POLICY

- a. All new clerical personnel shall receive training in a clerical orientation course in order to acquaint them with the organization, policies, and clerical practices and procedures of the Agency.
- b. Those new clerical personnel who fail to meet appropriate standards of clerical proficiency, as determined by testing, shall receive training in a clerical induction course.
- c. Satisfactory completion of the clerical training prescribed under the provisions of this Regulation shall be prerequisite to placement within the Agency which shall be accomplished immediately upon completion of security-clearance action and such clerical training as is prescribed.

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- d. On-duty clerical personnel may be entered in one or more clerical refresher courses in accordance with the procedure set forth in <sup>6</sup> of this Regulation.

4. RESPONSIBILITIES

a. The Director of Training shall:

- (1) Develop, direct, and conduct clerical training courses in order to meet the requirements of the Agency for the training of clerical personnel.
- (2) Provide for training reports appraising the performance of all personnel in clerical training courses and transmit reports to the Assistant Director (Personnel) for his information and action, and where appropriate, to the Assistant Directors of the Deputy Director (Intelligence), heads of offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, or the Director of Training.
- (3) Disseminate throughout the Agency, from time to time, schedules of the clerical refresher courses conducted by the Office of Training.

b. The Assistant Director (Personnel) shall:

- (1) Detail or assign all new clerical personnel, upon entrance on duty, to the Interim Assignment Branch for training in the clerical orientation course.
- (2) Prescribe training in the clerical induction course for new clerical personnel, as required, on the basis of test results, to meet appropriate standards of clerical proficiency.

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- c. The Assistant Directors of the Deputy Director (Intelligence), heads of offices of the Deputy Director (Administration), Chiefs of Senior Staff and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, or the Director of Training shall request refresher training for on-duty clerical personnel of his Office in accordance with the procedure set forth in 6b of this Regulation.

#### 5. CLERICAL TRAINING COURSES

- a. Clerical Orientation Course (for new clerical personnel - cleared): Orientation in the organization, policies, and clerical practices and procedures of the Agency.
- b. Clerical Induction Course (for new clerical personnel - cleared and provisionally cleared): Shorthand, typing, Agency office practice, English usage, and geography.
- c. Clerical Refresher Courses (for on-duty clerical personnel): Typing, shorthand, accounting, filing, English usage, stenotyping, correspondence manual, and specially arranged courses.

#### 6. PROCEDURE

##### a. NEW CLERICAL PERSONNEL

New clerical personnel shall, upon entrance on duty, be detailed or assigned by the Assistant Director (Personnel) to the Interim Assignment Branch for prescribed clerical training under this Regulation.

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## D. ON-DUTY CLERICAL PERSONNEL

- (1) Training Officers and Training Liaison Officers of the Agency will transmit to the Registrar of the Office of Training TP-1, Request for Training, (original and two copies) for all clerical personnel for whom training in refresher course(s) is requested by the Assistant Directors of the Deputy Director (Intelligence), heads of offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, or the Director of Training. The Registrar will enroll such personnel in the course(s) specified, within the limitations of the facilities available. Training requests should reach the Registrar not later than two full workdays preceding the beginning of the course(s) for which training is requested.
- (2) Specially arranged courses will be developed and conducted, so far as practicable, at the request of the Assistant Directors of the Deputy Director (Intelligence), heads of offices of the Deputy Director (Administration), Chiefs of Senior Staffs and Area Divisions of the Deputy Director (Plans), the Assistant Director for Communications, or the Director of Training.

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TAB 2

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a. The Director of Training directs and conducts clerical training courses in order to prepare new clerical personnel for their duty assignments in the Agency and to improve or increase the skills of on-duty clerical personnel of the Agency.

c. For purposes of this regulation, clerical personnel shall mean typists, clerks, stenographers, secretaries, and, in some cases, library assistants.

- a. All new personnel recruited to fill clerical positions in the Agency shall receive training in a clerical orientation course in order to acquaint them with the organization, policies, and clerical practices and procedures of the Agency.
- b. New personnel recruited to fill clerical positions in the Agency shall, when it is determined by testing that training is required to meet appropriate standards of clerical proficiency, receive training in a clerical induction course.
- c. Satisfactory completion of the clerical training prescribed under the provisions of this regulation shall be pre-requisite to placement within the Agency. Placement within the Agency shall be accomplished immediately upon completion of security-clearance action and such clerical training as is prescribed.

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FID NO. \_\_\_\_\_ DOC. NO. 11 NO CHANGE  
 IN CLASS/ RECLASS/ CLASS. 11 NO TO 13 S. C. RET. JUST. 22  
 NEXT REV DATE 89 REV DATE 89 REVIEWER 086155 TYPE DOC. 11  
 NO. PGS 3 CREATION DATE \_\_\_\_\_ ORG CODE 11 OFF 11 ORG CLASS R  
 REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 793

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- d. On-duty clerical personnel may be entered in one or more clerical refresher courses in accordance with the procedure set forth in 5b of this regulation.

### 3. RESPONSIBILITIES

#### a. The Director of Training shall:

- (1) Develop, direct, and conduct clerical training courses in order to meet the requirements of the various Offices of the Agency for the training of clerical personnel.
- (2) Provide for training reports appraising the performance of all personnel in clerical training courses and transmit reports to the Assistant Director (Personnel) for his information and action, and where appropriate, to the Office Head concerned.
- (3) Transmit to Office Heads, from time to time, schedules of the clerical refresher courses conducted by the Office of Training.

#### b. The Assistant Director (Personnel) shall:

- (1) Detail or assign all new clerical personnel, upon entrance on duty, to the Interim Assignment Branch for training in the clerical orientation course.
- (2) Prescribe training in the clerical induction course for new clerical personnel, as required, on the basis of test results, to meet appropriate standards of clerical proficiency.

- c. Each Office Head shall request refresher training for on-duty clerical personnel of his Office in accordance with the procedure set forth in 5b of this regulation.

### 4. CLERICAL TRAINING COURSES

- a. Clerical Orientation Course (for new clerical personnel - cleared): orientation in the organization, policies, and clerical practices and procedures of the Agency.
- b. Clerical Induction Course (for new clerical personnel - cleared and provisionally-cleared): shorthand, typing, Agency office practice, English usage, and geography.
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5. PROCEDURE

a. New Clerical Personnel

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New clerical personnel shall, upon entrance on duty, be detailed or assigned by the Personnel Office to the Interim Assignment Branch for prescribed clerical training under this regulation.

b. On-duty Clerical Personnel

- (1) Training Liaison Officers of the various Offices will transmit to the Registrar of the Office of Training appropriate training request forms (original and two copies) for all clerical personnel for whom training in refresher course(s) is requested by the Office Head concerned. The Registrar will enroll such personnel in the course(s) specified, within the limitations of the facilities available. Training requests should reach the Registrar not later than two full work days preceding the beginning of the course(s) for which training is requested.
- (2) Specially arranged courses will be developed and conducted, so far as practicable, at the request of the Office Head concerned.

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TAB 1

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29 May 1953

MEMORANDUM FOR: Special Assistant, DD/A

SUBJECT : Proposed Regulation on Clerical Training -  
CIA Re [REDACTED]

25X1A

1. Attached is proposed regulation on clerical training, which sets forth the policies, responsibilities and procedures governing the training of new and on-duty clerical personnel of the Agency.

25X1A

2. Coordination of this regulation has been accomplished with [REDACTED] for Personnel. It is believed that no other working level coordination is required, in view of the fact that Personnel and Training are the two Offices primarily concerned.

3. It is therefore requested that the regulation attached be officially coordinated and promulgated, as soon as practicable.

*1/*  
MATTHEW BAIRD  
Director of Training

*Respatched*  
*18 June 53*

Attachment - 1

JOB NO. \_\_\_\_\_ BOX NO. \_\_\_\_\_ FLD NO. \_\_\_\_\_ DOC. NO. 12 NO CHANGE  
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S ~~SECRET~~ JUST. 22  
NEXT REV DATE 31 REV DATE 7-29 REVIEWER 006499 TYPE DOC. 02  
NO. PGS 4 CREATION DATE \_\_\_\_\_ ORG COMP 11 OPL 11 ORG CLASS S  
REV CLASS C REV COORD. \_\_\_\_\_ AUTH: HR 70-3

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#### 1. GENERAL

- a. The Director of Training directs and conducts clerical training courses in order to prepare new clerical personnel for their duty assignments in the Agency and to improve or increase the skills of on-duty clerical personnel of the Agency.
- b. This regulation sets forth the policies, responsibilities, and procedures governing the training of clerical personnel.
- c. For purposes of this regulation, clerical personnel shall mean typists, clerks, stenographers, secretaries, and, in some cases, library assistants.

#### 2. POLICY

- a. All new clerical personnel shall receive training in a clerical orientation course in order to acquaint them with the organization, policies, and clerical practices and procedures of the Agency.
- b. Those new clerical personnel who fail to meet appropriate standards of clerical proficiency, as determined by testing, shall receive training in a clerical induction course.
- c. Satisfactory completion of the clerical training prescribed under the provisions of this regulation shall be pre-requisite to placement within the Agency which shall be accomplished immediately upon completion of security-clearance action and such clerical training as is prescribed.

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- d. On-duty clerical personnel may be entered in one or more clerical refresher courses in accordance with the procedure set forth in 5b of this regulation.

### 3. RESPONSIBILITIES

#### a. The Director of Training shall:

- (1) Develop, direct, and conduct clerical training courses in order to meet the requirements of the various Offices of the Agency for the training of clerical personnel.
- (2) Provide for training reports appraising the performance of all personnel in clerical training courses and transmit reports to the Assistant Director (Personnel) for his information and action, and where appropriate, to the Office Head concerned.
- (3) Transmit to Office Heads, from time to time, schedules of the clerical refresher courses conducted by the Office of Training.

#### b. The Assistant Director (Personnel) shall:

- (1) Detail or assign all new clerical personnel, upon entrance on duty, to the Interim Assignment Branch for training in the clerical orientation course.
- (2) Prescribe training in the clerical induction course for new clerical personnel, as required, on the basis of test results, to meet appropriate standards of clerical proficiency.

- c. Each Office Head shall request refresher training for on-duty clerical personnel of his Office in accordance with the procedure set forth in 5b of this regulation.

#### 4. CLERICAL TRAINING COURSES

- a. Clerical Orientation Course (for new clerical personnel - cleared): orientation in the organization, policies, and clerical practices and procedures of the Agency.
- b. Clerical Induction Course (for new clerical personnel - cleared and provisionally-cleared): shorthand, typing, Agency office practice, English usage, and geography.
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5. ~~PROCEDURE~~

a. New Clerical Personnel

New clerical personnel shall, upon entrance on duty, be detailed or assigned by the Personnel Office to the Interim Assignment Branch for prescribed clerical training under this regulation.

b. On-duty Clerical Personnel

- (1) Training Liaison Officers of the various Offices will transmit to the Registrar of the Office of Training appropriate training request forms (original and two copies) for all clerical personnel for whom training in refresher course(s) is requested by the Office Head concerned. The Registrar will enroll such personnel in the course(s) specified, within the limitations of the facilities available. Training requests should reach the Registrar not later than two full work days preceding the beginning of the course(s) for which training is requested.
- (2) Specially arranged courses will be developed and conducted, so far as practicable, at the request of the Office Head concerned.

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